

LICENSING AND REGULATION COMMITTEE – 9 October 2007

REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2007

REPORT OF CORPORATE DIRECTOR (GOVERNANCE) (AS ACTING RETURNING OFFICER) AND HEAD OF DEMOCRATIC SERVICES

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RECENT REFERENCES:

None

EXECUTIVE SUMMARY:

The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006) requires local authorities to review and agree all polling districts and polling places by 31 December 2007. Consultations have been undertaken with all Members, County Councillors, Parish Councils and relevant political and community groups, including the national disability organisation SCOPE.

This report sets out the position at the conclusion of the first stage of consultation. The recommendations arising from consideration of this report will form the basis of the second stage of consultation, following which further recommendations will be submitted to this Committee on 11 December 2007, where the final decision will be taken on behalf of the Council.

In summary, responses at this stage suggest general satisfaction with the polling districts and polling places used. In a few cases, practical issues (mainly a lack of any alternative) mean that some polling stations used do not fully meet the required standards. However, the position at all polling places will be kept under review.

RECOMMENDATIONS:

1. That, having considered the information and for the reasons explained in this report, the polling districts and polling places set out in Appendix A and as identified on maps displayed at the meeting, be approved for further consultation.
2. That, with regard to the provision of a polling place in the northern part of St Luke Ward, the situation with regard to the availability of the Tower Arts Centre continue to be monitored, having noted that any decision is very unlikely to be possible within the timescale of this review.

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DETAIL:

1 Introduction

1.1 At the outset, it is useful to define both the scope of the review and the terms used in this report, as follows:-

- (a) although the title of the Regulations refers to Parliamentary Elections, it is clearly good practice and more efficient to use this exercise to also review the District Election situation, as the criteria for polling districts/stations is the same. Therefore, assessments have been made on that wider basis.
- (b) the review is conducted with each district council assessing the polling districts/places which come within its administrative area, regardless of any overlapping Parliamentary constituency boundaries. Members will be aware that the next Parliamentary Election will be conducted using new boundaries, which will see a revised Winchester Constituency and a new Meon Valley Constituency which includes the southern part of the District. The new boundaries will mean using some polling places in the areas of Eastleigh, East Hampshire and Havant Councils. The formal appointment of the Acting Returning Officers (ARO) for the new Winchester and Meon Valley Constituencies is expected shortly. Once confirmed, he, she or they will need to be satisfied with all the proposed polling places.
- (c) a footnote to the guidance indicates that, whilst the ability to rename parishes and wards is not part of the current exercise, it may be introduced in the future. Therefore, Members may wish to indicate if there is any parish or ward title which they consider should be reviewed, if and when the guidance allows.
- (d) the term 'polling district' describes the area created by sub-division of a ward (for the parished part of the City Council's area, these are all based on parish or parish ward boundaries).
- (e) the term 'polling place' is the building in which polling stations will be selected by the ARO, whilst the term 'polling station' can refer to either the building or the actual room used for polling within the building. For ease of reference, this report will use the term 'polling place' to mean both the building and the room, unless for reasons of clarity the latter needs to be specified.
- (f) with this review, the location of polling districts/places is the responsibility of the Council and the location of polling stations within the polling place is the responsibility of the ARO. This is a technical separation and, in the City Council's case, the person with overall responsibility for electoral services and the current ARO is the same individual (Stephen Whetnall). This 'twin hatted' role is a familiar situation for many district councils and does not affect the

validity of the review. However, the ARO is expected to comment upon the Council's proposals in the consultation on the polling districts/places.

2 Polling Districts

- 2.1 No representations have been received to change the area covered by any polling district and none are proposed by the officers, as the existing basis is considered satisfactory.

3 Electorate Projections for 2011

- 3.1 Appendix A (column 5) sets out the projected electorate in 2011 for each Ward. The figures have been supplied by the Strategic Planning Division and taken from national and county sources. It was not possible to break down the figures further into polling districts.
- 3.2 In those Wards which show a relatively significant increase (principally Boarhunt & Southwick, Littleton & Harestock, Whiteley, Wickham, St Barnabas and St Luke), reviews can be undertaken at the appropriate time and either existing polling places changed to a 'double station', or additional polling places created.
- 3.3 With regard to future reviews, the Regulations require a Member level review to be carried out every four years, but the ARO is able to conduct a review at any time if for example, as anticipated in para 3.2 above, electorates begin to increase as part of major residential development in a ward.

4 Assessment of Polling Places

- 4.1 The Guidance contains the following key paragraphs:-

“Relevant authorities must seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances.

They must seek to ensure that, so far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.”

- 4.2 Appendix A lists each of the 80 polling places used for a Parliamentary election covering the Winchester District, together with details about existing and projected electorates. Each polling place is graded 1-3 in terms of its overall suitability (1 being the most satisfactory) and those graded as 3 are discussed in more detail in para. 4.15 below. In assessing the gradings, a predominantly practical and realistic approach has been taken to the buildings and facilities available. For the purposes of this review, the word 'disabled' has been used in the context of the practical issue of wheelchair access.
- 4.3 The gradings are defined as follows:-
- (a) Grade 1 – the polling place is conveniently located for the majority of electors, there is direct disabled access into the building/room used for polling, the room itself is suitable in terms of space, light etc and there are reasonable facilities for staff.

- (b) Grade 2 – the polling place is good in most respects, but one or two of the elements set out for Grade 1 are adequate, rather than good. Disabled access can be achieved, although not always with the same ease as Grade 1 polling places (e.g. disabled access may be through a side door which, in some cases, can be made the main entrance for polling day).
 - (c) Grade 3 – the polling place is less than adequate in most respects and may well only be used because of a lack of alternatives. Disabled access is either very difficult or not possible without major alterations.
- 4.4 In the parished areas in recent years, a number of the village halls which are used for polling place have been refurbished (some completely rebuilt) and so provide very good facilities. Permanent ramps have been constructed at some non-modernised halls, sometimes utilising a side door, because the steps and/or gradient at the front of the building cannot be changed at economic cost. The Council does provide temporary ramps, but as SCOPE point out, without proper assessment these ramps can be difficult to negotiate or even dangerous for wheelchair users. Therefore, only one is currently used - at Colden Common Pavilion.
- 4.5 In summary, there are only a very few buildings we use which fail to meet reasonable standards, but because they are the only publicly available premises which could sensibly serve the local electorate as a polling place, it is not proposed that they should be changed.
- 4.6 Public houses are sometimes suggested as alternatives and, whilst these are often well situated and can offer reasonable access, landlords generally do not welcome the disruption. Also, hire fees can be far more expensive than halls, because loss of trade is usually taken into the fee calculation. Two public houses are used as polling places in the District – the March Hare at Harestock and the Tichborne Arms.
- 4.7 Another suggestion sometimes made is the use of portakabin type temporary buildings. These are rarely a practical alternative, because to achieve proper disabled access they need to be sizeable, which presents problems in finding a suitable location, plus the cost of hire is significant, as it will normally include a generator, chemical toilet and furniture (totalling about £800).
- 4.8 In the Winchester Town area, the standard of polling places is generally good and eight buildings owned by the City Council are used - seven are the community lounges of sheltered housing schemes and one is the Saxon Suite, Guildhall. Outside the Town, two Council sheltered housing schemes are used; one is Greens Close, Bishops Waltham and the other is Makins Court, Alresford, where the last refurbishment also resulted in excellent facilities for a polling place. The only other Council owned premises used for polling in the District is the Meadowside Leisure Centre.
- 4.9 The Council currently does not need to use schools for polling places. All attempts are made to maintain this situation as, understandably, Head Teachers and parents do not welcome either the disruption of closing the whole school for a day, or the security issues which arise if one building/classroom is used for polling and the remainder of the school remains open. Whilst the Council could requisition schools for polling purposes and would not have to pay a hire fee, it is required to meet the costs of the caretaker, together with any additional security provisions which would no doubt be insisted upon by the Head Teacher if the school remained open. This means that there are unlikely to be any major cost savings when compared to using a village hall for example.

- 4.10 At every election, Presiding Officers complete an assessment form which asks questions about the suitability of the premises as a polling place. Polling place Inspectors also visit each location during polling day and, inter alia, report back on premises suitability. This has helped to highlight situations where additional measures are required, from the simple provision of more direction signs to the installation of ramps, or even a change of station. There were a few minor comments from the last elections on 3 May 2007 and these have already been taken into account. A copy of the form used by Presiding Officers is attached as Appendix B.
- 4.11 Over the years, facilities have been improved in many buildings used as polling places and, although not an exhaustive list, the following are examples together with other notable changes:-
- (a) Itchen Abbas, Littleton & Harestock, Owslebury and Upham have all had new village halls built, providing excellent polling facilities. The polling facilities at Shawford, Sutton Scotney, Beauworth, Kilmeston and Durley village halls have all benefited from refurbishment and/or extension works.
 - (b) the large scale residential development at Whiteley produced a new polling place at Meadowside Leisure Centre. The new settlement at Knowle has its own polling place in the converted Chapel building. There was also a new venue for the electorate of the Funtley area, in the foyer of Garsons Nursery.
 - (c) because of the size of the electorate, the War Memorial Hall at Denmead was divided into two polling places within one building, easing the flow of voters. The same approach is adopted at Alresford Community Centre for Parliamentary Elections.
 - (d) redevelopment in the Weeke area required some voters to be re-allocated to a different polling place and, to help with this, a new polling place was created at St Barnabas Church Hall.
 - (e) the lack of a suitable building in Headbourne Worthy Parish resulted in the Jubilee Hall, Kings Worthy becoming a double polling place for the electorate of both Headbourne Worthy and part of Kings Worthy.
 - (f) in the hamlet of Chilcomb, the equestrian yard office became unavailable in early 2007 and so the INTECH building at Morn Hill was chosen as an alternative and used for the first time at the District Council elections on 3 May 2007.
- 4.12 In 2005, SCOPE issued its latest 'Polls Apart' survey about access issues faced by voters who had some form of physical disability. The survey revealed little improvement in the provision of good access and other facilities since a similar exercise in 2001. As mentioned earlier in the report, our current review has focused upon the practical access issues and not other matters such as the provision of low level polling booths, tactile voting devices, large print notices and promoting the availability of postal voting, all of which can be important in assisting disabled voters and which the Council provides.
- 4.13 Discussions have taken place with SCOPE national office and its polling station checklist for Returning Officers has been used in making the assessments. The review has also taken account of the Council's approved Disability Equalities Scheme with regard to access to Council buildings and facilities.

4.14 All Members, Parish Councils, County Councillors, political associations and relevant community groups were invited to comment on the suitability of the polling places we use. Responses received were as follows:-

- (a) Twyford Parish Council – happy with polling station and heard no local comments to the contrary.
- (b) Droxford Parish Council – village hall is perfectly satisfactory and had no complaints from villagers.
- (c) Bighton Parish Council – village hall is suitable, with no queues and no problems; it must be retained as an important local facility.
- (d) County Cllr Dickens – no problems with polling stations in St Pauls Ward. In St Lukes Ward, would have preferred one polling station to be in the north of the Ward, but having regard to the lack of suitable premises and the increased availability of postal voting, willing to accept current arrangements.
- (e) Cllr Barrett – happy with location of polling stations in St Pauls Ward and no need for change.
- (f) Cllr Love – happy with St Pauls Church Hall and West Downs Student Village as polling stations.
- (g) Cllr Pearce – happy with siting of St Pauls Ward polling stations.
- (h) Winchester Conservative Association – position of St Lukes Church and The Valley polling stations in St Lukes Ward need to be re-examined, as both are at the bottom of the hill. Some residents have requested a polling station to the north of the Ward.

4.15 The only specific concern raised relates to St Lukes Ward, which is considered below, along with comments about all polling places which received a Grade 3 rating:-

- (a) **St Luke Ward** – all four polling places are located at the bottom end of Stanmore. Two of these - The Valley sheltered housing scheme (YQ1) and St Lukes Church Hall (YQ2) - are within a two minute walk of each other, albeit down a fairly steep bank.

This point has been raised before and attempts were made to use the function room of the Stanmore Hotel, as an alternative to St Lukes Church Hall. However, the landlord at that time declined the request and currently the future of the premises is uncertain. So, even if the current landlord were willing, it may only be a very short term venue.

Another alternative investigated was to group all the electors from the YQ1 and YQ2 Polling Districts who live on the Kings School side of Romsey Road (443 electors) and create a new polling district, with its own polling place, in a building within the Kings School complex. The relatively new Kings Community Building, which is located on the edge of the complex near the swimming pool, would have been very suitable. However, it is well used by both the school and community groups, including for examination purposes in early May; therefore, it would not be a practical choice. There are no other buildings within the complex which are suitable, apart from possibly the Tower

Arts Centre, but bookings are not being taken at this time, as uncertainties about the future of the Centre have yet to be resolved. Therefore, it is concluded that the existing polling places should remain, with the situation being kept under review.

- (b) **Itchen Valley Ward** – for several years in the Itchen Stoke and Ovington Polling District (WY) (currently 175 electors), a small touring caravan owned by a local resident has been positioned on the small ‘village green’ for election day, to act as the polling place. There is no toilet, water supply or power in the caravan and the polling booths are located outside under a canopy (which does at least provide good disabled access). Battery lighting is used when daylight fades. Polling staff rely on the good will of another local resident for ‘facilities’! Whilst there have been no complaints received about using the caravan as a polling station, officers have been investigating other alternatives.

St Mary’s Church opposite the green could be a possibility, but it has no hall or other out-building which could act as a polling place. However, discussions are taking place about using the church itself and an update will be given at the meeting. Another alternative is The Bush public house, but this is not easily accessed, even if the landlord were agreeable to its use for polling purposes. The Clerk to Itchen Stoke and Ovington Parish Council has carried out additional local investigations on our behalf, but has not discovered any other suitable buildings in the area. Siting a portakabin on the green would be just about possible, but delivery, positioning and removal would almost certainly damage the green if conditions were wet and so some reinstatement works would be required. On balance (and subject to the outcome regarding St Mary’s Church), it is considered that the caravan be retained and the situation kept under review.

- (c) **Itchen Valley Ward** – although not highlighted by comments, attention should be drawn to the recent change to the Chilcomb (WJ) polling station. For many years, the 100 approx. electors used the office of an equestrian yard in the hamlet of Chilcomb. The office became unavailable in early 2007 and so the INTECH building at Morn Hill was chosen as an alternative for the District Council elections on 3 May. Although removed from Chilcomb itself, it was nearer to the other main concentration of voters in the mobile home park. INTECH allowed all electors to use the disabled parking bays, which are just outside the main entrance and the station itself was located in a very accessible part of the building, with good space and light. The polling staff reported a positive response from electors to the change and, therefore, it is proposed to continue with this venue.
- (d) **Itchen Valley Ward** – at Easton (WZ), the Village Hall is used as the polling station. The building is at the bottom of a bank and the access is either steps or a steep sloping pathway. In addition, the main entrance door threshold is high and the other entrance points have a similar problem and are narrower. A new hall is proposed and fundraising is underway, but completion will be some time in the future. Therefore, it is the current facility that must be graded - as a 3 - because it would be very difficult to secure proper disabled access. The village has two public houses, both of which would present practical issues, even if the landlords were willing to accommodate such a use. There are no other suitable buildings in the village. No complaints have ever been received about the use of the existing hall and, in the absence of alternatives, its continued use is recommended.

- (e) **Wonston and Micheldever Ward** – the East Stratton Village Hall (XH) is another building which is due for replacement in the near future, although it fundraising is much further advanced than at Easton. Nevertheless, it must be assessed on its current condition and this results in a Grade 3 scoring, because access involves steps and a ramp is not a practical alternative. Again, the only other apparent alternative is a public house, which could provide improved but not ideal access, assuming the landlord were agreeable. No complaints have ever been received about the use of the existing hall and, in the absence of alternatives, its continued use is recommended.
- (f) **Wonston and Micheldever Ward** – the Northbrook Hall Polling Station (XJ) in Micheldever village is accessed by a step up from Duke Street and a further two steps into the building; a ramp is not a practical alternative. Therefore, disabled access would be very difficult and a grade 3 assessment is appropriate. As before, the only other possible building would be the nearby public house, which could provide improved but not ideal access, assuming the landlord were agreeable. No complaints have ever been received about the use of the existing hall and, in the absence of alternatives, its continued use is recommended.

5 Possible Changes to Names of Parishes, Wards or Polling Districts

- 5.1 The guidance has held back this element of the review and so the matter is included here for information only at this time. However, if Members are aware of any particular requests for a name change, this can be noted for the future.

6 What Happens Next?

- 6.1 As explained in the Executive Summary, the review is a two stage process and this report concludes the first stage. The next stage involves the publication of proposals which take into account any comments made by this Committee. The public, interested parties will have until 26 November 2007 to make further comments; the ARO will also make any additional comments he has during the consultation period. Then this Committee, at its meeting to be held on 11 December 2007, will determine the matter on behalf of the Council. That decision will be published and the public will then have six weeks in which to make representations to the Electoral Commission. The Commission has the power to direct any Authority to accept a representation which it deems valid and the Council would need to republish the affected electoral register(s), if it resulted in a change of polling districts.
- 6.2 Although these comprehensive reviews must be undertaken every four years, an Authority can conduct a review at any time of one or more polling districts and/or polling places and make changes as appropriate. Therefore, should the need arise through, for example, a polling place no longer being available or major residential growth occurring quicker than anticipated, the Council would be able to respond without waiting until 2011.

OTHER CONSIDERATIONS:7 CORPORATE STRATEGY (RELEVANCE TO):

An Efficient and Effective Council.

8 RESOURCE IMPLICATIONS:

The 'average' cost of a polling place (premises hire plus staffing costs) is £595. However, cost is not the major consideration with this review and the emphasis must be placed upon providing reasonably accessible and convenient polling places for electors to vote in person. In fact, the Regulations specifically require that polling places should be within the polling district, unless it is not possible to find a suitable building.

There is no statutory limit regarding either the minimum or maximum number of electors per polling place. In the City Council's area, the pattern of settlements mean that the smallest electorate for a polling place is 103 and the largest is 2,723, with the average being 1,060. Staffing levels are, of course, adjusted accordingly.

It is not possible to close a polling place and insist that all electors vote by post. It is also generally not desirable to have a combined polling place which serves two or more parishes, because it is likely to involve some electors travelling disproportionate distances to vote. Furthermore, any cost savings would be offset to some degree by the need to have additional polling staff in a combined polling place, to administer the different registers.

9 BACKGROUND DOCUMENTS:

Polling station assessment sheets 2004 -2007 completed by Presiding Officers

10 APPENDICES:

Appendix A – Review of Polling Stations – Assessment Grid

Appendix B – Presiding Officer Polling Station Assessment Form (Example)

Appendix A

Polling District Ref.	Ward and Polling Place	Electorate 2007	Projected Electorate 2011	Grade
	Bishops Waltham			
WE	Jubilee Hall, Little Shore Lane, Bishops Waltham	2723		1
WF	Common Room, Greens Close, Bishops Waltham	2501		2
		5224	5567	
	Boarhunt & Southwick			
WG	Boarhunt Parish Memorial Hall, Boarhunt	450		2
XW	Southwick & Widley D D Memorial Hall, Southwick	555		1
		1005	2361	
	Cheriton & Bishops Sutton			
WB	Beauworth Village Hall, Beauworth	85		2
WD	Bishops Sutton Village Hall Annex, Bishops Sutton	358		1
WH	Bramdean Village Hall, Wood Lane, Bramdean	393		2
WI	Cheriton Village Hall, The Green, Cheriton	532		2
XC	Kilmeston Village Hall, Kilmeston	208		1
XZ	The Tichborne Arms, Tichborne	129		2
		1705	1734	
	Colden Common & Twyford			
WK	The Pavilion, Recreation Ground, Colden Common	1168		2
WL	Colden Common Community Centre, St. Vigor Way	1816		1
YA	Twyford Parish Hall (Main Hall), Twyford	1182		1
		4166	4293	
	Compton & Otterbourne			
WX	Hursley Parish Hall, 50 Main Road, Hursley	663		2
XP	Otterbourne Village Hall, Cranbourne Drive,	1253		1
WM	Shawford Parish Hall, Pearson Road, Shawford	1252		1
		3168	3343	
	Denmead			
WR	War Memorial Hall, Denmead (Double Station)	3526		1
WS	Community Centre, School Lane, Denmead	1767		1
		5293	5687	
	Droxford, Soberton & Hambledon			
WT	Droxford Village Hall, The Square, Droxford	543		2
WV	Hambledon Village Hall (Ctte Room), Hambledon	788		2
XT	Soberton Village Hall, School Hill, Soberton	301		2
		1632	1675	
	Itchen Valley			
WJ	INTECH, Alresford Road	103		2
WY	Caravan Village Green, Itchen Stoke	175		3
WZ	Easton Village Hall, Chapel Lane, Easton	330		3
XA	Martyr Worthy Parish Hall, Martyr Worthy	208		2
XB	Itchen Abbas & Avington Village Hall, Itchen Abbas	547		1
XM	Swarraton & Northington Village Hall, Swarraton	200		2
		1563	1611	
	Kings Worthy			
XE	St Mary's Church Hall, Fraser Road, Kings Worthy	2056		2
XD	Jubilee Hall, London Road, Kings Worthy	1269		1
		3325	3623	

Polling District Ref	Ward and Polling Place	Electorate 2007	Projected Electorate 2011	Grade
	Littleton & Harestock			
XF	March Hare Public House, Harestock	1934		2
XG	Millennium Memorial Hall, Littleton	837		1
		1934	2790	
	Olivers Battery & Badger Farm			
WA	Badger Farm Community Centre, Badger Farm Road	1900		1
XO	St Mark's Church Hall, Oliver's Battery	1314		1
		3214	3224	
	Owslebury & Curdridge			
WQ	Reading Rooms, Reading Room Lane, Curdridge	1104		2
WU	Durley Memorial Hall, Durley	757		2
XQ	Owslebury Parish Hall, Main Road, Owslebury	659		2
YB	Upham New Millennium Village Hall, Upham	517		1
		3037	3169	
	Shedfield			
XR1	Shedfield Reading Rooms, Shirrell Heath	626		2
XR2	Methodist Church Hall, High Street, Shedfield	618		2
XS	Waltham Chase Village Hall, Waltham Chase	1857		2
		3101	3180	
	Sparsholt			
WP	Crawley Village Hall, Main Road, Crawley	355		1
XX	Sparsholt Memorial Hall, Woodman Lane	792		1
WW	Jubilee Hall, London Road, Kings Worthy	392		1
		1539	1558	
	St Barnabas			
YG	The Community Lounge, East Acre	1182		2
YH	St Barnabas Church Hall, Fromond Road	1895		1
YY	Wesley Methodist Church Hall, Fromond Road	1716		2
		4793	5693	
	St Bartholomew			
YI	Common Room, Simonds Court	967		2
YJ, YK	Common Room, Hyde Gate	2643		2
YL	Holy Trinity Church Hall, Upper Brook Street	996		1
		4606	5184	
	St John & All Saints			
YM	Common Room, Chester Court	1167		2
YN	Winnall Community Centre, Garbett Road	1546		1
YO	All Saints Church Hall, Petersfield Road	1880		2
		4593	4684	
	St Luke			
YQ1	Common Room, The Valley, Stanmore	943		1
YQ2	St Luke's Church Centre, Mildmay Street	954		2
YR	Stanmore Community Centre, Somers Close	1389		1
YV	Common Room, Drummond Close, Stanmore	755		2
		4041	4891	

Polling District Ref.	Ward and Polling Place	Electorate 2007	Projected Electorate 2011	Grade
	St Michael			
YP	John Stripe Theatre, University of Winchester	1150		1
YS	Saxon Suite, Guildhall	1113		1
YT	Community Lounge, King Harold Court	838		1
YU	St Faith`s Parish Hall, Back Street, St Cross	1309		1
		4410	4782	
	St Paul			
YW	West Downs Centre, West Downs Student Village	2459		2
YX	St Paul`s Hall, St. Paul`s Hill	2020		2
		4479	4712	
	Swanmore & Newtown			
XU	The Rookesbury Hall, Church Road	1003		2
XY	Swanmore Village Hall, New Road, Swanmore	2331		1
		3334	3497	
	The Alresfords			
WC	Bighton Village Hall, Bighton	279		2
XK	Makins Court, Windsor Road	1532		1
XL	Alresford Community Centre, Alresford (Double Station)	2656		2
XN	Christy Memorial Hall, The Green	443		2
		4910	5073	
	Upper Meon Valley			
WN, WO	Meon Hall, Pound Lane	754		1
YD	West Meon Village Hall, Headon View, West Meon	614		2
YC	Warnford Village Hall, Lippen Lane, Warnford	172		2
		1540	1629	
	Whiteley			
YE	Meadowside Leisure Centre, Whiteley Village	2242	3159	1
	Wickham			
YF1	Community Centre, Wickham	1976		2
YF3	Knowle Village Hall, Greater Horseshoe Way, Knowle	852		2
YF2	Garsons Garden Centre, Fontley Road, Wickham	189		2
		3017	4219	
	Wonston & Micheldever			
XH	East Stratton Village Hall, East Stratton	275		3
XI	Community & Recreation Centre, Micheldever	203		2
XJ	Northbrook Hall, Duke Street, Micheldever	502		3
XV	South Wonston Village Hall, South Wonston	2105		1
YZ	Victoria Hall, Sutton Scotney	1102		1
		4187	4626	

Appendix B

Polling Station Checklist for Presiding Officers

Please use this simple check list on arrival at your station.

- * Access/Signing/Lighting – check for hazards/ensure the route is clear
- * Disabled Access – check route, space to manoeuvre, booths and ballot box
- * Polling Room – lighting, clear space for access to booths and ballot boxes
- * Area outside polling room – check for obstructions/hazards, check position of tellers
- * Fire alarms/fire extinguishers/emergency exits/fire evacuation procedure
- * Find site for temporary polling station
- * First Aid Kit/Arrangements
- * Communications – nearest `phone
- * Security of polling station and staff
- * Welfare – toilets and washroom
- * Moving materials – weight of boxes and screens – decide on process

Remember: Check the access arrangements, polling room and area outside regularly on polling day. If in doubt please ask for advice: Tel. 01962 848192. On polling day, one of the Returning Officer's staff can be with you in a maximum of 30 minutes if there is a problem

To help us monitor the health and safety issues at polling stations, please note below any problems which caused you concern as part of your inspection.

Signed..... Print
Name.....
Presiding Officer